

Job Description

Description

The Massachusetts State Retirement Board administers a defined benefit pension plan, governed by Massachusetts General Law Chapter 32, for all eligible Commonwealth employees, retirees, and eligible employees from other authorized entities. The MSRB has locations in Boston and Springfield, Massachusetts.

The Internal Auditor is responsible for completing audits, operational reviews and investigations under the supervision of the Treasury Internal Auditor and reporting, recommending and assisting in the maintenance of the organizational system of internal controls.

PURPOSE OF THE POSITION

Works as a member of the internal audit team to review the Massachusetts State Board of Retirement's ("MSRB") processes for efficiency, effectiveness and adequacy of controls.

Conducts compliance, operational and financial reviews and audits; documents and reports on findings, recommendations and agreed-upon corrective actions.

Is the point person in the annual review and update of the MSRB's policies, internal control plan and business continuity plan.

Is the liaison with external auditors, third-party entities and state agencies.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Responsible for the complete audit life cycle from research, planning and performing the audit, to report writing and following up on corrective actions.
- Reviews relevant policies and procedures, internal control plans and, as applicable, laws and regulations.
- Interview appropriate personnel; determine requirements and obtains, verifies, and analyzes available data; observes actual practices, evaluates functional operating techniques and identifies existing or potential problem areas.
- Makes oral and written presentations to the State Retirement Board and senior management as needed.

Internal Auditor - (1900022T)

- Assists in the Treasury and MSRB's risk assessment and developing the Audit Plan for the MSRB.
- Liaison with external auditors, third-party entities and state agencies.
- Ensures data is gathered for the auditors to complete their task.
- Maintains and communicates changes for local and enterprise software accesses.
- Shares best practices and provides value add recommendations.
- Completes special reviews at the request of MSRB and Treasury.
- Performs other duties as assigned, including duties related to operational audits in assigned areas of MSRB or functions.

OTHER DUTIES AND RESPONSIBILITIES

- Other projects as assigned.
- Develop working knowledge of Treasury and MSRB operations.
- Travel as required.

EDUCATION AND EXPERIENCE REQUIREMENTS

- BS/BA or equivalent, in Accounting, Finance, or other related field.
- CPA, CIA not required, but strongly preferred.
- 3-5 years internal or external audit experience; work associated with retirement plan benefits or in a similar or related field preferred.
- Experience performing compliance, operational and financial audits.

- Knowledge of auditing practices and procedures, professional principles, audit standards, and applicable laws and regulations.
- Knowledgeable in professional accounting principles.
- Must possess a valid driver's license.

Qualifications

KNOWLEDGE AND SKILLS

- Knowledge of Massachusetts General Law Chapter 32.
- Familiarity with COSO, complex organizational structures and information technology.
- Experience with Office 365, Sharepoint, Microsoft Word, Excel, Access, Visio. Knowledge of ACL or other data analytic software.
- Excellent communication, inter-personal and organizational skills. Ability to present concisely and descriptively in both oral and written format to all levels of the MSRB and the Treasury.
- Ability to analyze complex processes, to determine the efficiency and effectiveness of the process and related controls.
- Detail oriented, 'big picture' thinker. Able to understand the process and its relationship with other processes, departments and Commonwealth agencies.
- Organized. Able to manage competing priorities, while meeting deadlines.
- Able to work in a fluid environment, with the ability to anticipate, respond, and continuously improve the process.
- Builds constructive and effective relationships.
- Ability to work in a team and independently. Self-motivator. Goal oriented.
- Adheres to an appropriate and effective set of core values and beliefs, including all of Treasury's and MSRB's policies.
- Personally committed to, and actively works towards, continuously improve themselves.

Official Title: Auditor

Primary Location United States-Massachusetts-Boston-1 Winter Street

Job Administrative Services

Agency Off of State Treas & Rec Genl

Schedule Full-time

Shift Day

Posting Date Mar 7, 2019

Number of Openings 1

Salary 55,000.00 - 70,000.00 Yearly

You must apply online: go to MassCareers, <https://www.mass.gov/find-your-future-commonwealth-job>, and search for **Job ID#1900022T**.

If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Kerley Aimé - 617-367-9333